



**FOOD AND DRUG ADMINISTRATION**  
**AN EQUAL OPPORTUNITY EMPLOYER**  
**V A C A N C Y   A N N O U N C E M E N T**  
**FDA IS SMOKE-FREE**

**Announcement Number:** FDA-8-4032

**Opening Date:** September 9, 1998

**Closing Date:** September 30, 1998

**Position Title:** Computer Specialist (LAN Management)

**Series & Grade:** GS-0334-13

**Promotion Potential:** None

**Salary Range:** \$55,969 - \$72,758 per annum

**Area of Consideration:** All Sources - This is a combined announcement for both competitive examining (external hiring) and merit promotion. Applicants without status are only eligible to apply under competitive examining. Applicants with status who wish to be considered under both types of recruitment must submit two separate applications. If only one application is received, status applicants will be considered under merit promotion procedures only.

**Type of Appointment:** Career/Career Conditional

**Relocation expenses:** Will not be paid

**Organization, Duty Location:** DHHS, FDA, Center for Veterinary Medicine (CVM), Office of the Center Director, Office of Management and Communication, Information Resources Branch, 7500 Standish Place, Rockville, MD, Metro Park North 2 Building

Commissioned Corps candidates may apply.

**JOB SUMMARY:**

The incumbent in this position plans, designs, analyzes, acquires, documents, tests, implements, integrates, maintains, or modifies computer systems or software **Specific duties include:**

Evaluates computer equipment with regard to its selection or utilization or designs systems and software for accomplishment of work through computer technology.

Designs, selects, maintains, and/or administers various components of the CVM computer network system.

Designs, develops and maintains the CVM Local Area Network (LAN) systems. Ensures that systems are designed, maintained and operated to meet local and national standards. Provides in-house technical expertise for the resolution of technical problems. Manages LAN resources for office automation support within the organization. Analyzes, designs, develops, customizes, and implements LAN systems software to support an extensive operations. Provides technical advice to senior management concerning LAN management issues. Represents CVM and the agency in meetings and discussions with representatives of industry, and intra-agency advisory committees to resolve problems. Works with the Agency LAN experts in the design and installations of hardware and software for new network or for major modifications to existing network(s). Participates in projects to prototype and pilot new system concepts and enhancements. Identifies problems and specific issues and conducts analysis and feasibility studies for enhancements and modifications to local LANs.

## **QUALIFICATIONS:**

Candidates must have 52 weeks of specialized experience equivalent to next lower grade level .

Specialized experience is experience that equips the applicant with the particular knowledge, skill, and abilities to perform the duties of the position successfully, i.e., experience with NT network design, NT network management, computer network equipment, systems development (e.g., Pearl) and network administration in an enterprise environment.

**In addition to the above qualifications, candidates must meet the following selective factor:  
Experience demonstrating the ability to integrate and implement an NT enterprise network.**

Candidates must meet all qualification requirements, including time-in-grade, within 30 days after the closing date.

## **EVALUATION METHOD:**

Candidates found basically qualified will be further evaluated by determining the extent to which their work or related experience, education, training, awards, etc., indicate their possession of the knowledge, skills, and abilities (KSA's) described below.

- 1. Ability to communicate orally in performing computer analysis work.**
- 2. Knowledge of micro-computer operating systems, utilities, network operating systems, systems programming, electronic mail and communications protocols.**
- 3. Ability to troubleshoot complex networking problems dealing with throughput, hardware failures, or memory contention.**
- 4. Knowledge of computer technologies dealing with hardware/software, LANs, and telecommunications.**
- 5. Knowledge of microcomputer hardware, software, LAN operating systems, and LAN-based application software.**
- 6. Ability to communicate in writing in performing LAN/WAN analysis work.**

## **HOW TO APPLY:**

- A. Candidates may submit an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application **must** include the following information:

### **VACANCY INFORMATION**

\*Vacancy Announcement Number, Title, Grade

### **PERSONAL INFORMATION**

\*Full legal name

\*Mailing address

\*Social Security Number

\*Home and Work telephone numbers

\*Birth Date

\*Citizenship

\*Reinstatement eligibility

\*Highest Federal civilian grade held (give job series, dates held)

### **EDUCATION** (Transcripts may be substituted for most of the following)

\*Date of high school graduation or GED

\*Name, location and dates of each college/university attended

\*Type of degree(s), if any, date(s) received

\*Major field of study

\*Total semester or quarter hours

\*Undergraduate GPA or class rank

**EXPERIENCE** - most relevant to this position include:

- \*Name of employer (Supervisor)
- \*Address and telephone number of employer
- \*Dates of employment (month/year)
- \*Job title
- \*Brief description of your duties and responsibilities for each job listed
- \*Average hours worked for each position if less than 40 hours per week

**TRAINING**-To receive credit for relevant training:

- \*List of course titles, dates, number of hours attended and name(s) of the institution(s)

**HONORS AND AWARDS**-If relevant to position for which applying

- \*Description of honors and/or awards along with dates acquired

**SKILLS/SPECIAL QUALIFICATIONS**-If relevant to the position for which applying

- \*Language skills (other than English)
- \*License(s) and date(s) acquired
- \*Typing Speed/Words Per Minute (WPM)
- \*Dictation Speed/WPM

B. Additional information/completed forms to be submitted, if checked; failure to submit requested information/documents may result in nonconsideration or a lower rating in the evaluation process.

- ☒ Written response to the knowledge, skills and abilities
- ☒ If claiming veterans' preference, see additional information on this form
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series; see additional information on this form for foreign education
- ☒ Current federal employees - most recent performance appraisal/evaluation-
- ☒ Current **and** former federal employees - a copy of most recent complete SF-50, Notification of Personnel Action, to verify status

**C. In addition to the above, Career Transition Assistance Plan (CTAP)/Interagency Career Transition Assistance Plan (ICTAP) applicants must submit a copy of their specific RIF notice or other acceptable documentation, and documentation from their human resources office reflecting the promotion potential of their most recent federal position.**

**Surplus or Displaced Employees in the Department of Health And Human Services (DHHS) Requesting Special Selection Priority Consideration Under The Career Transition Assistance Program (CTAP)**

**If you are currently a DHHS employee** you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive priority consideration, you must:

1. Be a current DHHS employee serving under an appointment in the competitive or excepted service in tenure group I or II, in receipt of (1) a **Reduction in Force (RIF) specific separation notice**, (2) a **notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area**, (3) a **Certificate of Expected Separation (CES)**, or (4) **other official notice that indicates the employee is surplus or eligible for discontinued service retirement (DSR) or as being in a surplus organization or occupation, and the date of the separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the separation notice, CES, or other official notice along with your application in order to receive special priority consideration;**
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated;
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. ***This must be submitted with your application package;***
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration;
5. Submit your application (including all required documentation) by the vacancy announcement closing date and meet all the application criteria; **and**
6. Be rated well qualified for the position.  
***"Well Qualified" means:*** a surplus/displaced employee must meet the minimum qualifications and eligibility requirements for the position, including any documented selective factor(s), and be rated and ranked under the same procedures as merit promotion applicants to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSAs) to succeed in the position being filled. A cut-off score will be used to determine the well qualified applicant(s).

**Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)**

**If you are a displaced Federal employee** you may be entitled to receive priority selection under the ICTAP.

**To be eligible for the special selection priority, you must meet all of the following:**

- (1) **Be a displaced Federal employee;**
- (2) **Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;**

- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;**
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;**
- (5) Submit an application (including all required documentation) for a specific vacancy within the time frames established on the announcement and meet all the application and eligibility criteria;**
- (6) Submit proof of eligibility; and**
- (7) Be rated well qualified for the position.**

“Well Qualified “ means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skill, and abilities (KSAs) to succeed in the position being filled. Under merit promotion procedures, a cut-off score will be used to determine the well qualified applicant(s). Under delegated examining procedures, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) IF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from O.M. that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

**Selection priority will be given to the best qualified CTAP/ICTAP applicants**

**APPLICANT BACKGROUND SURVEY:** Please return the Background Survey with your application. This information you provide is used for statistical purposes. The return of this form is voluntary. Failure to return this form will have no impact on your consideration for this position.

**CONDITION OF EMPLOYMENT:** Certain positions within the FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek additional information during the interview process prior to accepting such a position.

**ADDRESS:** Food and Drug Administration  
Office of Human Resources and Management Services  
Attn: Mary Goodson  
Room 211, Metro Park North I, HFA-423  
7520 Standish Place  
Rockville, MD 20855

Additional forms and information may be obtained from the address above or by calling Mary Goodson at (301) 827-7332 or the Job Information Office at (301) 827-4070 (Voice/TTY).

**If you would like a copy of the vacancy announcement faxed to you, please call FAXBACK at (301) 827-4287 or to have a copy mailed to you, please call the Job Information Line at (301) 443-1969. For employment information, visit our websites at [http:// www.fda.gov](http://www.fda.gov) (click on “Index” and “Job Openings”). FDA employees can also access the FDA Intranet at [http:// learnfda.fda.gov](http://learnfda.fda.gov) (click on “Subject Index”, “Personnel” and Vacancy Announcements”) or the OHRMS Home Page at [http:// ohrms.fda.gov](http://ohrms.fda.gov) (click on Vacancy Announcements).**

**Applications received become the property of the Office of Human Resources and Management Services and will not be returned.**

**Applications submitted in postage paid Government envelopes will not be accepted.**

**ALL APPLICATION MATERIAL MUST BE POSTMARKED OR RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT**

Non-status applicants are individuals who have never been permanently employed by the Federal government. Status applicants are those who (1) are currently employed by the Federal government under a career or career-conditional appointment; (2) have reinstatement eligibility; or (3) have eligibility under special appointment authorities.

If you served on active duty in the United States military and received an honorable or general discharged, you may be eligible for veteran's preference. Service starting after October 15, 1976, requires a Campaign Badge or Expeditionary medal, or service connected disability.

**Veteran's Preference for Federal Jobs:**

If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

If claiming 10 point veteran's preference, attached an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

**\*The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).**

**All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age (with authorized exceptions) or any other non-merit factor.**

**Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.**

**This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Food and Drug Administration by the U.S. Office of Personnel Management.**

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